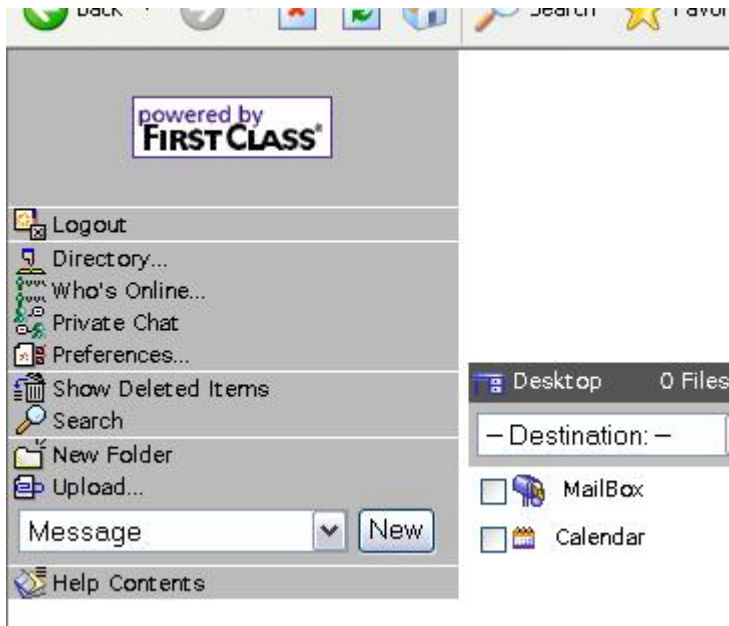
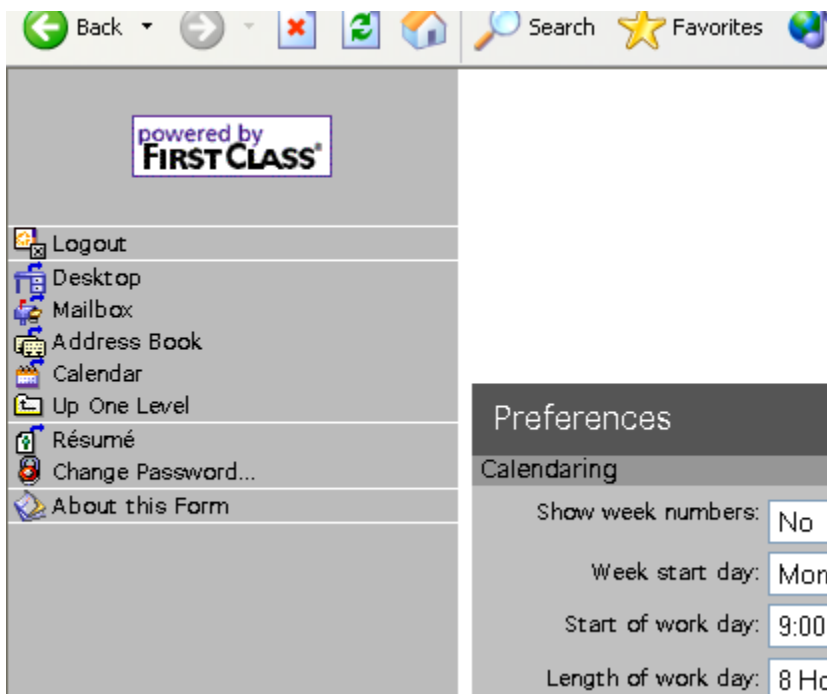


FirstClass Change Password Instructions

After you login the first thing you should do is change your password. If you believe your password has been compromised you should change it immediately. To do this from the desktop click preferences in the left side tool bar.



On the next screen click change password in the left side tool bar.



On the next screen you will have to type your old password and your new password twice. The new password must be at least eight characters in length and be a mixture of letters and at least one number. It cannot be longer than twelve characters. Click save when done.



A screenshot of a 'Change Password' dialog box. The title bar is dark gray with a small icon on the left and the text 'Change Password' in the center. On the right side of the title bar is a 'Save' button. Below the title bar, the text 'User ID: kmsmith' is displayed. There are three input fields, each preceded by a label: 'Old password:', 'New password:', and 'Retype password:'. Each input field contains a series of black dots, indicating that the passwords are masked. The 'New password' field appears to have 10 dots, while the others have 8.

Field	Label	Value (Masked)
1	User ID:	kmsmith
2	Old password:	••••••••
3	New password:	••••••••••
4	Retype password:	••••••••